

## **Bay County CPL Application Procedures Renewal Applicants**

1. Go to the Sheriff's Department or County Clerk's Office to obtain your CPL application kit.
2. Obtain two 2"x2" passport quality photos of yourself. (No hats or sunglasses.)
3. Complete the application, providing the name, complete address and phone number of two (2) references. **DO NOT SIGN THE APPLICATION UNTIL PRESENT BEFORE THE CLERK'S OFFICE.**
4. Go to the County Clerk's Office with the \$105.00 application fee (cash, check or money order only), a valid driver's license or Michigan ID, your completed CPL application, passport quality photos and your expiring CPL permit.
5. You will not need to obtain a training certificate from a firearms' instructor to renew, but you will have to certify that in the last 6 months preceding the application you completed the requirements for renewing your CPL (section II on the application).
6. You will sign the application at the Clerk's Office and swear/affirm the information you provided on the application is true.
7. After applying for your CPL license, go directly to the Sheriff's Department to be fingerprinted. Take your receipt to show you paid the fees and submitted your application along with your valid driver's license or Michigan ID.  
**Fingerprints are only taken on Tuesdays, Wednesdays and Thursdays between the hours of 9:00 a.m. - 4:00 p.m.**
8. Upon successful completion of your background checks, the Gun Board will review your application for approval. You are not required to appear in front of the gun board unless your background check or fingerprints need additional board review. If your application is approved, you will receive your permit in the mail.

### **2012 Meeting Dates** **Meetings begin at 10:00 a.m.** **4<sup>th</sup> Floor Bay County Building**

January 5, 2012  
April 5, 2012  
July 5, 2012  
October 4, 2012

February 2, 2012  
May 3, 2012  
August 2, 2012  
November 1, 2012

March 1, 2012  
June 7, 2012  
September 6, 2012  
December 6, 2012

**See back for changes to Michigan's CPL Law-Effective July 1, 2003**